

Board Meeting Minutes

March 12, 2026

Attending: Robert Wunder, Lorraine Warriner, Nancy Orlopp (remote,) Betty Jean Hink, Conrad Hink

Meeting called to order at 2:32pm; Motion to accept meeting minutes from February made by Betty Jean Hink, seconded by Robert Wunder, and passed unanimously.

Treasurer's Report presented by Nancy Orlopp; motion to accept made by Conrad Hink, seconded by Robert Wunder and accepted unanimously.

Director's Report

\$1.00 came from the copy machine; making our petty cash total 114.73. No funds were removed in the month of February.

The checkout desk computer upgrade had been previously paid for, so no funds were removed for that.

Insurance coverage is on hold, pending a new circuit breaker box. Philadelphia Insurance has stated that no coverage can be offered while that box is installed. The town board will be formally notified at the next meeting, but the supervisor has already been alerted.

The barcodes were ordered by STLS for the GRC on Feb. 18, with an estimated 21 days until they arrive. I reached out about designing a library card. Kendyl Litwiller from STLS has offered to assist in designing our new library cards. She assures us that we have some time to mull over ideas. Ideally, the library card would have a design that we can incorporate into an official logo, including but not limited to letterheads and watermarks for web content.

Our accountant would like the board to please temporarily amend the personnel policy to make the director's rate of pay minimum wage, with the 3% annual increases in place. Both Cheryl and I are eligible for the 3% now, and I don't want to deny her that. We can re-amend the personnel policy in December to reflect the new rate of pay for the director.

At the last School BoE meeting, I introduced myself and the GRC to the board and attendees, explained that things would be different from now on because we need to comply with state regulations that didn't exist when the library was founded, among other things. I spoke a little about our events, our collection, the size of our facility and how inadequate it is, our future goals and what modern libraries are meant to be. The board was very receptive. I was open about our need for increased funding, and the fact that the next four years will see steep increases until we are properly funded because we want to spare the taxpayers the massive leap all at once. No one had any questions, so apparently, I covered everything. The board had been

under the impression that we were a satellite location for Wimodaughsonian, but that misinformation was gently corrected.

The requested funding for next year will be \$43,670.00. That number has yet to be formally submitted to the school; the anticipated date for that is April 22. That figure is approximately 66% of what we had originally anticipated, but it's still workable, even with our own building. The updated spreadsheet is in the handouts.

The IRS approved our request for 501c3 status; that leaves us clear to follow up on the discussion we had in executive session, two months ago. I have attached a copy of the proposal that our intrepid Secretary/Treasurer and I have been working on. Also, I completed and mailed the application for tax exemption for the State of NY, which will allow us to purchase things without having to pay sales tax. Once we have the six-digit code from NYS, we will be able to resume purchasing, but we remain on austerity mode until that happens.

Informal notification came from Bill Peisher that the Hornell Lions club will be donating \$300.00 in the form of a check. Previously, he had requested a 'wishlist' of items we need but are unable to purchase at this time. I have a copy of that, if anyone wants to see it. Mr. Peisher further stated that the American Legion is also interested in donating, but they required more information about the number of people that we have come and go. I updated the Statement of Activities to include that information and forwarded it to Mr. Peisher.

February saw 87 visitors. The February Mystery Meal had 11 people, the Gaming tournament had 24 total, with 2 gamers showing up for all four days. Our circulation saw 20 adult fiction, 9 Large Print, 1 non-fiction, and 8 juvenile fiction for a grand total of 38 books leaving the shelf. 53 people came in to use the computer, make copies, or send a fax. Our Google profile saw 59 people ask for directions, 60 people view our profile, and 9 people redirect to our website. On Facebook, 417 people viewed our page a total of 2,004 times in the month of February.

Old Business

Questions regarding the tax levy disbursement by Canisteo were asked and answered.

The need for an organization logo has been broached. A logo would be used on business cards, letterhead, watermark, library cards, etc.

The personnel policy was amended to allow employees a 3% raise while reducing the director's rate of pay to minimum wage. This will be re-amended in December to revert to the original amount. Motion to accept made by Betty Jean Hink, seconded by Nancy Orlopp and passed unanimously.

The Collections Management Policy was updated to include a section regarding the use of Artificial Intelligence (AI) and Bootlegged Material. Materials generated by AI will not be added to the collection, and will be discarded upon discovery. Bootleg items will be treated the same way, due to copyright laws.

New Business:

The need for a reserve fund was discussed. Adding a line item to the budget was suggested, as well as adding any carryover in the budget at year's end.

Policies to be discussed next meeting: Code of Conduct for patrons and for meeting rooms, Public Comment policy, Conflict of Interest Policy. Motion made by Conrad Hink, seconded by Robert Wunder and passed unanimously.

Meeting adjourned at 3:39 after a period of executive session. Motion made by Conrad Hink, seconded by Betty Jean Hink and approved unanimously.